

**BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

** PRESENTATION **

Meeting Date: July 20, 2005 - KW

Division:

County Attorney

Contact Person:

John R. Collins

Bulk Item: Yes ☐ No ☒

Department:

County Attorney

AGENDA ITEM WORDING:

Presentation of *Years of Service Award* for 15 years of service to *SUZANNE HUTTON*, Assistant County Attorney II: Senior Legal Advisor.

ITEM BACKGROUND:

PREVIOUS RELEVANT BOCC ACTION:

CONTRACT/AGREEMENT CHANGES:

STAFF RECOMMENDATIONS:

TOTAL COST: _____

BUDGETED: Yes ☐ No ☐

COST TO COUNTY: _____

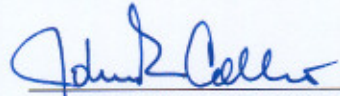
SOURCE OF FUNDS: _____

REVENUE PRODUCING: Yes ☐ No ☐

AMOUNT PER MONTH _____ **Year** _____

APPROVED BY: County Atty ☒ OMB/Purchasing ☐ Risk Management ☐

DIVISION DIRECTOR APPROVAL:

 06/22/05

JOHN R. COLLINS, COUNTY ATTORNEY

DOCUMENTATION: Included ☒ To Follow ☐ Not Required ☐

DISPOSITION: _____

AGENDA ITEM # _____

SUZANNE ADAIR HUTTON began her employment with Monroe County as an Assistant County Attorney in 1990. She was born in Miami, Florida and received a Bachelor of Science in Business Administration/Accounting from the University of Arizona; Master of Science Degree(s) in both Criminal Justice Systems and Accounting from the University of Miami and a Juris Doctor from Walter F. George School of Law, Mercer University in Macon, Georgia. Suzanne's prior experience included her work as an Accountant for ten years and then as an Adjunct Assistant Professor in the subject areas of Criminal Justice and Accounting at the University of Baltimore for five (5) years. Suzanne also worked as an Adjunct Assistant Professor in the area of Criminal Justice at St. Leo's College in Boca Chica, Florida from 1996 to 1998. Suzanne is admitted to the Florida, Georgia and Maryland State Bars and the Federal District Court for the Southern District of Florida and has also been licensed as a Certified Public Accountant in Florida since 1976.

As the most senior Assistant County Attorney, and given her diverse legal and financial education and experience, Suzanne currently serves as the designated advisor for the Tourist Development Council and other advisory boards, in addition to providing legal advisory services for administration and staff throughout Monroe County. Suzanne is the name seen stamped on the signature page of almost all agenda items submitted by County Departments confirming the document meets the necessary legal form requirements. This involves writing, editing and researching contracts, leases, inter-local agreements, ordinances, resolutions and requests for proposals for the "mountain" of agenda items received each month from all over the County. Not to mention, the continuous, often frantic, phone calls from Departments desperately trying to get an agenda item ready for placement on the agenda before deadline or, in some instances, the "final hour" before the meeting.

Suzanne is not only highly regarded for her legal and financial expertise, however, but also for her warmth and sincerity in her dealings with staff, administration and the public. This trait is reflected in the many Resolutions authored by Suzanne which honor those in our community who have passed that have served us so well over the years. Her eloquent writing style provides a perfect blend of history, emotion and integrity. She participates in many local organizations and activities continually "giving back" to her community. An avid animal lover (even to ferrets who show up unannounced in her home!!), she is also known for her unexpected funny e-mails or stories to brighten our day or "lighten things up" on one of those hectic, crazy days when "agenda-itis" is setting in. Her door is always open to anyone - staff, Department Heads, Commissioners, friends - for a quick question or just to listen (except those days when we are advised "Elvis has left the building"!!)

On a serious note, Suzanne's history with the County Attorney's Office, her personal efforts during her tenure as an Assistant County Attorney for the last fifteen (15) years, and those attributes unique only to Suzanne are a priceless resource to Monroe County. Thank you, Suzanne, for your tenacity, integrity and all the wonderful qualities you bring to not only the County Attorney's Office but as an advocate for good government on behalf of all of the citizens of Monroe County.